



The Corporation of the Town of Pelham

By-law No. 38-2025

Being a By-law to amend By-law No. 88-2024, as amended, to establish the 2025 Fees and Charges to be collected by the Corporation of the Town of Pelham, and to amend the Fees and Charges related to the Planning and Public Works Schedules.

WHEREAS the *Municipal Act, 2001*, S.O. 2001, c. 25 ("*Municipal Act, 2001*" or "the statute") provides that a municipality may pass by-laws imposing fees or charges on any class of persons; and

AND WHEREAS By-law No. 88-2024 establishes the 2025 Fees and Charges to be collected by the Corporation of the Town of Pelham;

AND WHEREAS Watson and Associates Economists Ltd. completed a comprehensive Planning and Public Works User Fee Review in June 2025, which provided recommendations for the amendment of applicable fees;

AND WHEREAS on June 4, 2025, Council, having considered the findings of the study, directed that the recommended fee amendments be implemented effective September 1, 2025;

AND WHEREAS the Corporation of the Town of Pelham deems it necessary and desirable to amend fees within the Planning & Development and Public Works Schedules;

NOW THEREFORE the Council of the Corporation of the Town of Pelham enacts as follows:

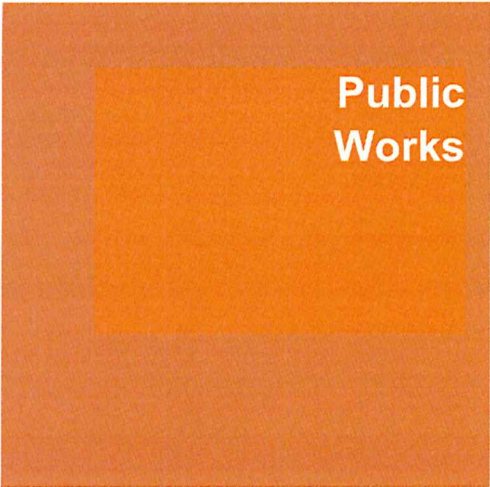
1. **THAT** the Planning & Development Services Schedule to By-law No. 88-2024 be repealed and replaced in its entirety with the revised schedule attached hereto and forming part of this by-law;
2. **THAT** the Public Works Schedule to By-law No. 88-2024 be amended to add the attached fees hereto and forming part of this by-law.
3. **Effective Date**

3.1 This By-law shall come into force and effect on September 1, 2025.

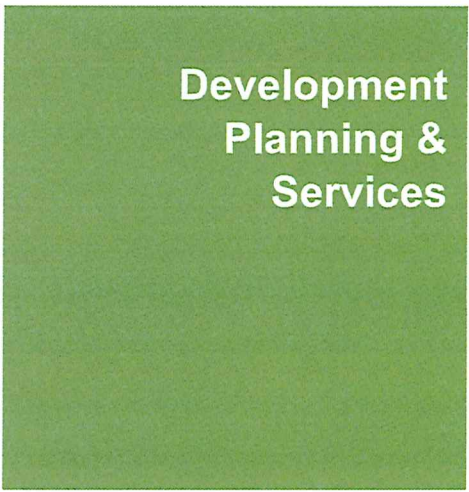
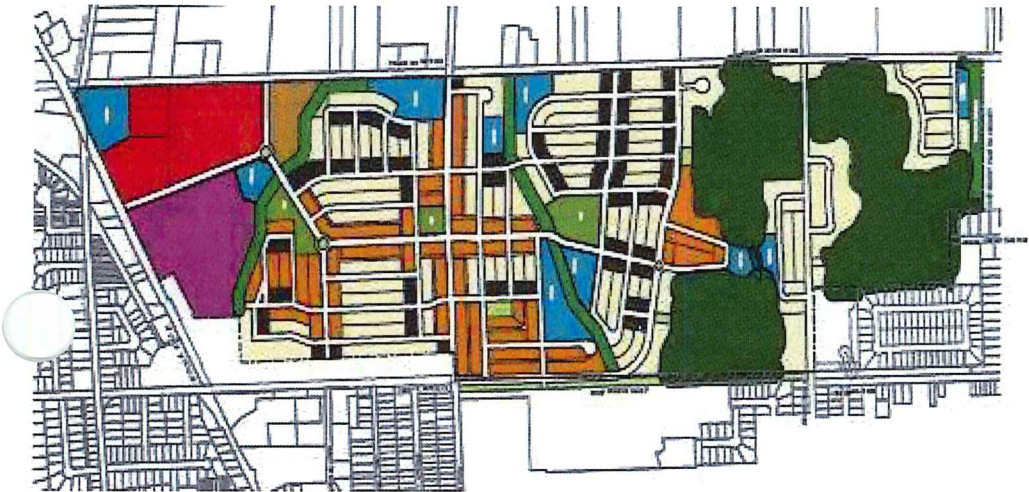
Read, enacted, signed and sealed this 02nd day of July, 2025.

Marvin Junkin, Mayor

Sarah Leach, Acting Town Clerk



Engineering Fees	2025	2026
Pre-servicing Agreement		\$2,136.00
Temporary Works Permit		\$661.00
Consolidated Linear Infrastructure Environmental Compliance Approval - Stormwater Management Ponds		\$3,954.00
Consolidated Linear Infrastructure Environmental Compliance Approval - Stormwater Amendments		\$1,820.00
Consolidated Linear Infrastructure Environmental Compliance Approval - Wastewater Amendments		\$1,820.00
Minor - Site Alteration Permit		\$660.00
Site Alteration Permit – (Residential 10 Units or Less)		\$1,156.00
Grading Review		\$414.00
Consent - Clearance of conditions		\$942.00



2025

Region of Niagara Fees to Take Effect When Region Becomes Upper Tier Municipality Without Planning Authority (Note: Regional fees subject to fee increase change by the Region of Niagara)

Standard Condominium Fees (Continued)

Modification to Standard Condominium Draft Approval	\$1,245.00
Extension of Standard Draft Condominium Approval	\$890.00
Extension of Standard Draft Condominium Approval Prior to 2006	\$890.00
Clearance of Standard Condominium Conditions	\$1,600.00

Zoning By-law Application Fees

Major Zoning By-law Amendment Review	\$2,500.00
Minor Zoning By-law Amendment Review	\$1,395.00
Agricultural Purposes Only (APO) Review	\$1,090.00
Revision to Submission by Applicant Prior to Approval (Major)	\$1,075.00
Removal of Holding Symbol	\$895.00

Consent to Sever Application Fees

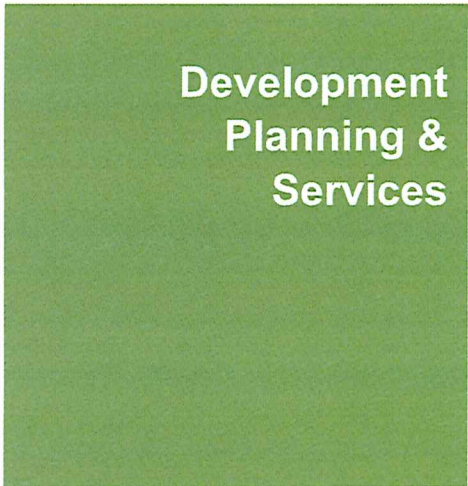
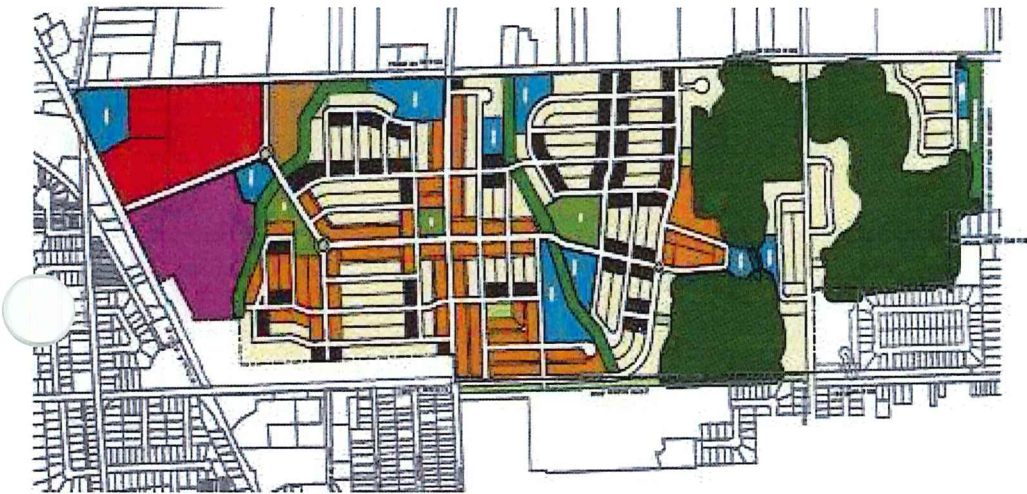
Consent Review – Urban	\$510.00
Consent Review – Rural/Outside Urban	\$835.00
Final Certification Fee (active files under Regional Authority)	\$740.00

Site Plan Fees

Major Site Plan Review	\$1,345.00
Revision to Submission by Applicant Prior to Approval	\$780.00
Clearance of Conditions	\$995.00

Minor Variance Application

Minor Variance Review	\$760.00
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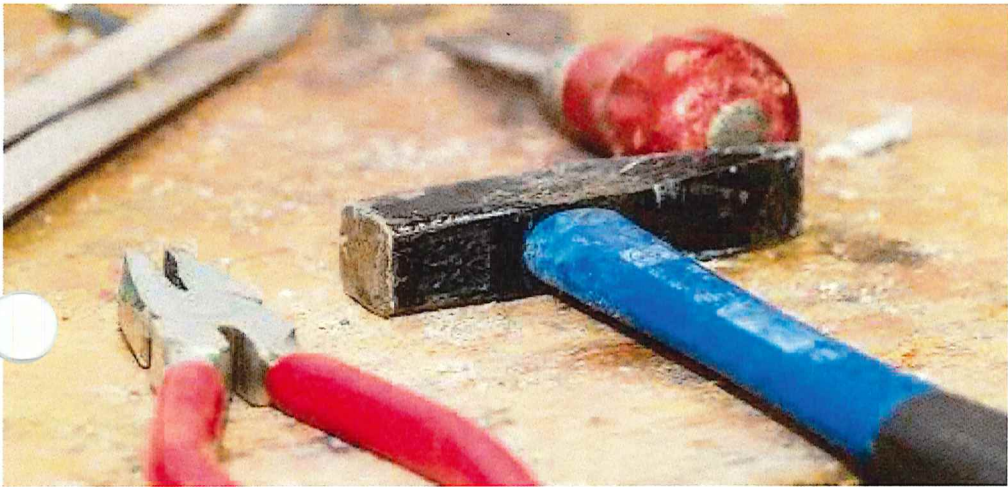


		2025
Region of Niagara Fees to Take Effect When Region Becomes Upper Tier Municipality Without Planning Authority (Note: Regional fees subject to fee increase change by the Region of Niagara)		
Niagara Escarpment Plan Applications		
Development Permit Review		\$2,225.00
Minor Development Permit Review (no provincial/regional interests-pools/sheds)		\$830.00
Environmental Site Assessments, Request to Use Non-Potable Water, Site Conditions		
Response to Request		\$410.00
Response to Request – Update Letter		\$150.00
Secondary Plan Review Fees		
Secondary Plans Privately Initiated		\$6,935.00
Pre-Consultation Fees		
Pre-Consultation Review		\$500.00
Special Studies Fees		
Environmental Review		
Major EIS Review (2 features or more)		\$3,060.00
Minor EIS Review (1 feature)		\$1,530.00
Major Environmental Impact Study (EIS) Review (2 or more features) – No approved terms of reference		\$4,045.00
Minor EIS Review (1 feature) – No Approved Terms of Reference		\$2,355.00
EIS Terms of Reference Review		\$555.00
EIS Second Submission and Greater (Addendum) Review	Half the Original Fee	
EIS Draft Review		\$555.00



Planning &
Development
Services

	2025
Special Studies Fees (Continued)	
Review of Restoration Plan	\$760.00
Review of Tree Preservation Plan	\$380.00
Review of Monitoring Plan	\$975.00
Urban Design	
Major Urban Design Review	\$1,000.00
Minor Urban Design Review	\$300.00
Building Permit Fees	
Minimum Permit Fee unless otherwise stated	\$293.00
New Construction – per square foot	
Assembly Occupancies – Group A	
School, church, restaurant, theatre, educational or recreational facility and similar occupancies	\$2.02
Preparation of record for disclosure – each 15 minutes	\$8.47
Institutional Occupancies – Group B	
Hospital, nursing home, reformatory, prison and similar occupancies	\$2.02
Residential Occupancies – Group C	
Single Family Dwelling, Semi-Detached Dwelling & Duplex Dwelling	\$1.66
Multiple Unit Dwelling i.e. apartment dwelling, townhouse dwelling, hotels, motels, other residential buildings or parts thereof	\$1.70
Residential Additions	\$1.47
Business/Personal Services Occupancies – Group D	
Office, bank, medical office/clinic and similar occupancies	\$2.02
Mercantile Occupancies – Group E	
Store, shopping mall/plaza, shop, market, retail outlet and similar	\$2.02



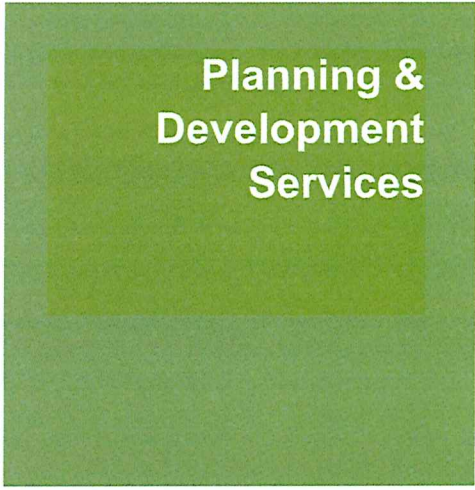
Planning & Development Services

		2025
New Construction – per square foot (Continued)		
Mercantile Occupancies – Group E		
Store, shopping mall/plaza, shop, market, retail outlet and similar occupancies		
Industrial Occupancies – Group F		
Industrial mall, plaza, garage, plant, factory, warehouse, manufacturing building and similar occupancies		\$1.88
Special Occupancies/Categories		
New Farm Buildings		\$.58
Tents		\$293.00
Special Occupancies/Categories per square foot		
Park Model Trailer, Mobile Home		\$293.00
Accessory Buildings/Structures		
Garage/Carport, Deck/Porch/Patio, Sunroom/Solarium, shed or other accessory building		\$293.00 \$.98> 300/ft ²
Private Swimming Pool		\$293.00
Public Swimming Pool or Spa		\$878.00
Designated Buildings/Structures		
Communication Tower, Solar Panels, Retaining Wall, Pedestrian Bridge, Wind Turbine, Crane Runway and similar buildings/structures		\$585.00
Alterations & Repairs – per square foot		
Interior Alterations/Repairs/Tenant Improvements		
Assembly occupancies – Group A		\$0.46
Institutional Occupancies – Group B		\$0.46
Residential Occupancies - Group C		\$0.36
Business/Personal Service - Group D		\$0.46



Planning & Development Services

	2025
Interior Alterations/Repairs/Tenant Improvements (Continued)	
Mercantile Occupancies - Group E	\$0.46
Industrial Occupancies - Group F	\$0.46
Alterations/Additions to existing Farm Buildings	\$0.32
Alter/Replace Roof Structure	\$.46
Fireplace, Woodstove, Insert, Chimney and similar construction	\$293.00
Demolition	
Part 9 Buildings/Structures	\$293.00
Other	\$878.00
Miscellaneous	
Partial Occupancy (does not apply to single family dwellings)	\$293.00
Change of use of a building or part thereof	\$293.00
Transfer of a Permit to a New Owner	\$293.00
Request for Deferral of Permit Revocation	\$293.00
Move a Building/Structure	\$293.00
Conditional Permit	\$702.00
Conditional Permit Agreement	\$293.00
Permit Renewal / Per Year	\$128.00
Re-inspection Fee	\$88.00
Clearance Letter	\$88.00
Building Code Order Compliance Letter	\$177.00
Hourly Rate	\$76.00
Occupant Load Inspection	\$293.00
Photocopying & printing per page	\$0.30



	2025
Alternative Solution Review	\$585.00
Partial Permit/Staged Construction	
Building Foundation	15%
Building Shell	75%
Building Completion	10%
Plumbing	
For plumbing work not included in any of the above classes of permit	
First 6 fixtures	\$293.00
Each additional	\$11.71
Refund of Permit Fees	
Where only administrative functions have been completed (application received and cost analysis complete)	90%
Where only administrative and zoning functions have been completed	80%
Where administrative, zoning and plans examination functions have been performed	60%
Where the permit has been issued and no inspections performed	50%
Deduction for each inspection performed	5%
No fees shall be refunded after twelve (12) months from the date of permit issuance or when refund is less than \$100	
Construction Prior to Permit Issuance	
Where construction has commenced prior to the issuance of a permit for any class of permit described herein, the permit fee shall be doubled	
Municipal Property Damage	Full Cost Recovery



	2025	Sept 1, 2025
Planning Fees		
Pre-Consultation Meetings		
Minor Pre-Consultation (Zoning/ Official Plan Amendments & Site Plan Control)	\$250.00	\$250.00
Major Pre-Consultation (Subdivision, Condominiums)	\$500.00	\$500.00
No pre-consultation fees are required for Committee of Adjustment Applications including Consents and Minor Variances or On-Farm Diversified Uses.		
Committee of Adjustment Applications		
Consent	\$1,688.00	\$3,672.000
Each additional lot after the first (limit of 3 in addition to the retained for a total of 4 lots)		\$847.00
Request for Change in Conditions	\$620.00	\$1,500.000
Rescheduling Fee	\$283.00	\$362.00
Final Certification	\$445.00	\$445.00
Recirculation Due to Change in Application	\$283.00	\$283.00
Special Hearing Fee (In Addition to Application Fee)	\$620.00	\$796.00
Cancel Consent Application Fee	\$432.00	\$432.00
Cancel Consent Certificate Fee	\$108.00	\$108.00
Rescheduling Fee	\$283.00	\$362.00
Final Certification	\$445.00	\$445.00
Minor Variance – Simple *CPD Director Discretion	\$1,237.00	\$1,800.00
Minor Variance – Complex	\$1,237.00	\$3,300.00
Rescheduling Fee	\$283.00	\$362.00
Recirculation Due to Change in Application	\$283.00	\$283.00
Special Hearing Fee (In Addition to Application Fee)	\$620.00	\$796.00
Recirculation Due to Change in Application	\$283.00	\$283.00
Zoning By-Law Amendment	\$5,056.00	\$13,012.00
Minor Zoning By-Law Amendment *CPD Director Discretion	\$3,162.00	\$7,372.00

Official Plan Amendment	\$6,318.00	\$13,538.00
Combined Zoning By-Law & Official Plan Amendment	\$10,110.00	\$15,183.00
Site Plan Control Applications		
Site Plan Approval – Minor (Building addition <100m2, etc.) **Note: separate fee for the agreement	\$1,254.00	\$1,544.00
Site Plan Approval – Standard **Note: separate fee for the agreement	\$4,423.00	\$5,447.00
Site Plan Approval - Complex (extension of municipal services) **Note: separate fee for the agreement	\$4,423.00	\$6,368.00
Resubmission of Site Plan Prior to Approval	\$897.00	\$897.00
Site Plan Amendment **Note: Separate fee for the agreement	\$3,162.00	\$3,379.00
Release of Site Plan Agreement	\$1,140.00	\$1,174.00
Plan of Subdivision & Condominium Applications		
Draft Plan of Subdivision	\$10,110.00	\$10,713.00
Resubmission of Draft Plan Prior to Approval	\$1,194.00	\$1,325.00
Modification to Draft Plan of Subdivision	\$6,318.00	\$10,713.00
Extension to Approval of a Draft Plan of Subdivision	\$1,012.00	\$2,031.00
Final Approval of a Draft Plan of Subdivision	\$1,897.00	\$2,000.00
Draft Plan of Condominium	\$5,056.00	\$16,652.00
Resubmission of Draft Plan of Condominium Prior to Approval	\$1,194.00	\$317.00
Modification to Approval of a Draft Plan of Condominium	\$2,529.00	\$15,365.00
Extension to Approval of a Draft Plan of Condominium	\$1,012.00	\$1,884.00
Condominium Exemption		\$673.00
Agreements		
Subdivision Agreements, Site Plan Agreements, and Development Agreements requiring the extension of municipal services		
\$12,147.00 where the cost of construction of all work is less than \$100,000.00		
\$12,147.00 plus 4.0% of the costs between \$100,000.00 and \$400,000.00		
\$26,383.00 plus 3.5% of the costs exceeding \$400,000.00		
Amendment to a Subdivision Agreement	\$950.00	\$4,282.00
Site Plan Agreements and Development Agreements where municipal services are not required to be extended	\$3,038.00	\$3,741.00
Amendment to Development Agreement	\$950.00	\$950.00
Release of Development Agreement	\$1,140.00	\$1,140.00
Condominium Agreement	\$3,038.00	\$3,249.00
Amendment to Condominium Agreement	\$950.00	\$4,282.00

Minor Agreement (Garden Suite/Environmental/EIS)	\$1,827.00	\$1,827.00
Encroachment Agreement	\$352.00	\$1,474.00
Temporary Primary Dwelling Agreements	\$1,170.00	\$1,170.000
Other Planning Applications and Processes		
Removal of Part Lot Control	\$1,263.00	\$1,263.00
Removal of Holding Symbol	\$632.00	\$3,932.00
Deeming By-Law	\$632.00	\$632.00
Extension of a Temporary Use By-Law	\$3,162.00	\$9,319.00
Communication Towers and Renewable Energy Application	\$1,263.00	\$4,607.00
Change of Address	\$135.00	\$306.00
Repeal of Interim Control By-Law	\$1,263.00	\$1,263.00
Lifting of Inhibiting Order	\$632.00	\$632.00
Lifting of One Foot Reserve	\$632.00	\$723.00
Property Standards Appeal	\$632.00	\$632.00
Aggregate Application Fees	Full Cost Recovery	Full Cost Recovery
Zoning Information Letter (10 business day service)	\$114.00	\$139.00
Real Estate Compliance Letter (10 business day service)	\$153.00	\$235.00
Real Estate Compliance Letter (Expedited 4 business day	\$246.00	\$378.00
Town Consultant Review Fee *Consultant review may include full application costs for an RPP consultant to undertake the application review in full/part and or specific consultant review expertise of studies and requirements.	Full Cost Recovery	Full Cost Recovery